

PROBATIONARY SERGEANT TRAINING PLAN 2018 FIELD _52WK_CHECKLIST (MASTER)

Probationary Sergeant:

Assigned Division:



This form is to be printed out and kept with the probationary sergeant. Upon completion of the program please return this document to the Training Division/Advanced Officer Training Section Lieutenant. It shall be maintained as a portion of the members training record.

*CFS-Calls For Service

*CR-Crime Reduction

Sergeant Field Training Weeks 1-6

Week 7

Task	Date	Lt. Signature	Sgt. Signature
Obtain CFS/Crime Reduction info			
Attend two neighborhood meetings in FTS			
Complete two external contact			

Week 8

Task	Date	Lt. Signature	Sgt. Signature
Brief CoC on CFS/CR plan-Implementation			
Complete two external contacts			

Week 9

Task	Date	Lt. Signature	Sgt. Signature
Assess CFS/CR plans			
Complete two external contacts			

Week 10 (completion of FTS)

Task	Date	Lt. Signature	Sgt. Signature
Assess CFS/CR plans			
Complete two external contacts			
Meet/monitor one employee			
Complete 1 PPR (min)			
Journal (send to Captain)			
Present at one neighborhood meeting within next four weeks			

PROBATIONARY SERGEANT TRAINING PLAN 2018 FIELD _52WK_CHECKLIST (MASTER)

Week 11

Task	Date	Lt. Signature	Sgt. Signature
Assess CFS/CR plans			
Complete two external contacts			
Meet/monitor one employee			
Complete 1 PPR (min)			
Journal (send to Captain)			
Review journal with Captain			
Day with ELT. (AC Hall/PIO)			

Week 12

Task	Date	Lt. Signature	Sgt. Signature
Assess CFS/CR plans			
Complete two external contacts			
Meet/monitor one employee			
Complete 1 PPR (min)			
Journal (send to Captain)			
Review of 360 Evaluation with Captain			
Shadow ABP (one day)			

Week 13

Task	Date	Lt. Signature	Sgt. Signature
Complete two external contacts			
Meet/monitor one employee			
Complete 1 PPR (min)			
Journal (send to Captain)			
Review CFS/CR plan (effectiveness/sustainability)			
Review journals with Captain			
Shadow MHST (one day)			
Deliver created training to squad			

PROBATIONARY SERGEANT TRAINING PLAN 2018 FIELD _52WK_CHECKLIST (MASTER)

Week 14

Task	Date	Lt. Signature	Sgt. Signature
ISB Shadow (one week)			
-Case management			
-Review two case files with Sgt. and detective			
-Attend issuing (x2)			
-Assist in case assignment			
-Meet with ISB Command (review errors seen in FSB/ISB)			
-Understand callout criteria			
Day with Violent Crimes			
Day with Special Victims			
Day with Special Investigations			
Day with NCS			
Journal (send to Captain)			

Week 15

Task	Date	Lt. Signature	Sgt. Signature
Obtain crime reduction info			
Complete two external contacts			
Meet/monitor one employee			
Complete 1 PPR (min)			
Journal (send to Captain)			
Review journal with Captain			
Attend neighborhood meeting (one is next four weeks)			

Week 16

Task	Date	Lt. Signature	Sgt. Signature
Obtain CFS location			
Complete two external contacts			
Meet/monitor one employee			
Complete 1 PPR (min)			
Journal (send to Captain)			
Receive Evaluation for Lieutenant			
Shadow records (2-3hours)			
Facilitated discussion on Book 1			

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Week 17

Task	Date	Lt. Signature	Sgt. Signature
Brief CoC on CR plan			
Complete two external contacts			
Meet/monitor one employee			
Complete 1 PPR (min)			
Journal (send to Captain)			
Review Journal with Captain			
Deliver squad training			
Begin reading book #2 (TBD)			

Week 18

Task	Date	Lt. Signature	Sgt. Signature
Brief CoC on CFS plan/Implement CR plan			
Complete two external contacts			
Meet/monitor one employee			
Complete 1 PPR (min)			
Journal (send to Captain)			
Attend neighborhood meeting (one in next four weeks)			

Week 19

Task	Date	Lt. Signature	Sgt. Signature
Implementation of CFS/Assess CR			
Complete two external contacts			
Meet/monitor one employee			
Complete 1 PPR (min)			
Journal (send to Captain)			
Review journal with Captain			
Review SDU Case law and policy			

PROBATIONARY SERGEANT TRAINING PLAN 2018 FIELD _52WK_CHECKLIST (MASTER)

Week 20

Task	Date	Lt. Signature	Sgt. Signature
Assess CFS/CR plans			
Complete two external contacts			
Meet/monitor one employee			
Complete 1 PPR (min)			
Journal (send to Captain)			
Complete SDU shadow (one day)			
Receive Evaluation from Lieutenant			
Completion of Employee Improvement Plan (or practical) by week 20			

Week 21

Task	Date	Lt. Signature	Sgt. Signature
Assess CFS/CR plans			
Complete two external contacts			
Meet/monitor one employee			
Complete 1 PPR (min)			
Journal (send to Captain)			
Review journal with Captain			
Shadow Training Division (one day)			
Complete Squad training			

Week 22

Task	Date	Lt. Signature	Sgt. Signature
Review CR for success and sustainability/Assess CFS			
Complete two external contacts			
Meet/monitor one employee			
Complete 1 PPR (min)			
Journal (send to Captain)			
Attend neighborhood meeting (one in next four weeks)			

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Week 23

Task	Date	Lt. Signature	Sgt. Signature
Review CFS for success and sustainability/Assess CR			
Complete two external contacts			
Meet/monitor one employee			
Complete 1 PPR (min)			
Journal (send to Captain)			
Review journal with Captain			
Review SRD criteria and policies			

Week 24

Task	Date	Lt. Signature	Sgt. Signature
Assess CFS/CR plans			
Complete two external contacts			
Meet/monitor one employee			
Complete 1 PPR (min)			
Journal (send to Captain)			
Facilitated discussion with book #2			
Receive 360 evaluation from Captain			
Review policy and rules for BSU			
Have completed one employee evaluation by week 24 (or practical)			
Shadow SRD (4 hours)			

Week 25

Task	Date	Lt. Signature	Sgt. Signature
Assess CFS/CR plans			
Complete two external contacts			
Meet/monitor one employee			
Complete 1 PPR (min)			
Journal (send to Captain)			
Review journal with Captain			
BSU orientation (2 hours)			
Complete squad training			

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Week 26

Task	Date	Lt. Signature	Sgt. Signature
Review CR for sustainability/ Assess CFS			
Complete two external contacts			
Meet/monitor one employee			
Complete 1 PPR (min)			
Journal (send to Captain)			
Legal advisor orientation (2 hours)			
Attend neighborhood meeting (one within the next four weeks)			

Week 27

Task	Date	Lt. Signature	Sgt. Signature
Assess CFS for sustainability			
Complete two external contacts			
Meet/monitor one employee			
Complete 1 PPR (min)			
Journal (send to Captain)			
Review OPS policy			
Review journal with Captain			

Week 28

Task	Date	Lt. Signature	Sgt. Signature
Complete two external contacts			
Meet/monitor one employee			
Complete 1 PPR (min)			
Journal (send to Captain)			
Shadow OPS (2 days)			
Attend CPARB within one month			
Receive evaluation for Lieutenant			
Review HR/Financial documents			

Week 29

Task	Date	Lt. Signature	Sgt. Signature
Complete two external contacts			
Meet/monitor one employee			
Complete 1 PPR (min)			
Journal (send to Captain)			
Review Journal with Captain			
Complete squad training			
Shadow HR/Finance (one day)			

PROBATIONARY SERGEANT TRAINING PLAN 2018 FIELD _52WK_CHECKLIST (MASTER)

Week 30

Task	Date	Lt. Signature	Sgt. Signature
Obtain crime reduction info			
Shadow CNA (one day)			
Complete two external contacts			
Meet/monitor one employee			
Complete 1 PPR (min)			
Journal (send to Captain)			
Attend neighborhood meeting (one within next four weeks)			

Week 31

Task	Date	Lt. Signature	Sgt. Signature
Obtain CFS info			
Complete two external contacts			
Meet/monitor one employee			
Complete 1 PPR (min)			
Journal (send to Captain)			
Review Journal with Captain			

Week 32

Task	Date	Lt. Signature	Sgt. Signature
Brief CoC on CR Plan			
Complete two external contacts			
Meet/monitor one employee			
Complete 1 PPR (min)			
Journal (send to Captain)			
Receive Lt. evaluation			
Discuss Book # 2			

Week 33

Task	Date	Lt. Signature	Sgt. Signature
Brief CoC on CFS plan			
Complete two external contacts			
Meet/monitor one employee			
Complete 1 PPR (min)			
Journal (send to Captain)			
Review journal with Captain			
Deliver squad training			
Begin Book # 3			

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Week 34-37

Task	Date	Lt. Signature	Sgt. Signature
Community Engagement			
Review journal with Captain (week 35/37)			
Journal (send to Captain weekly)			
Receive 360 evaluation from Captain (week 36)			

Week 38

Task	Date	Lt. Signature	Sgt. Signature
Reassess plans on CR/CFS-brief CoC			
Complete two external contacts			
Meet/monitor one employee			
Complete 1 PPR (min)			
Journal (send to Captain)			
Attend neighborhood meeting (one within four weeks)			
Complete squad training			

Week 39

Task	Date	Lt. Signature	Sgt. Signature
Implementation of CFS/CR plans			
Complete two external contacts			
Meet/monitor one employee			
Complete 1 PPR (min)			
Journal (send to Captain)			
Review journal with Captain			

Week 40

Task	Date	Lt. Signature	Sgt. Signature
Assess CFS/CR plans			
Complete two external contacts			
Meet/monitor one employee			
Complete 1 PPR (min)			
Task	Date	Lt. Signature	Sgt. Signature
Journal (send to Captain)			
Receive evaluation from Lt.			
Attend CIRB (within month)			
Attend FRB (within month)			

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Week 41

Task	Date	Lt. Signature	Sgt. Signature
Assess CFS/CR plans			
Complete two external contacts			
Meet/monitor one employee			
Complete 1 PPR (min)			
Journal (send to Captain)			
Review journal with Captain			
Complete squad training			

Week 42

Task	Date	Lt. Signature	Sgt. Signature
Assess CFS/CR plans			
Complete two external contacts			
Meet/monitor one employee			
Complete 1 PPR (min)			
Journal (send to Captain)			
Shadow Evidence/ID (one day)			
Attend neighborhood meeting (one in next four weeks)			

Week 43

Task	Date	Lt. Signature	Sgt. Signature
Assess CFS/CR plans			
Complete two external contacts			
Meet/monitor one employee			
Complete 1 PPR (min)			
Journal (send to Captain)			
Review journal with Captain			

Week 44

Task	Date	Lt. Signature	Sgt. Signature
Review plans for success and sustainability			
Complete two external contacts			
Meet/monitor one employee			
Complete 1 PPR (min)			
Journal (send to Captain)			
Receive evaluation from Lt.			

PROBATIONARY SERGEANT TRAINING PLAN 2018 FIELD _52WK_CHECKLIST (MASTER)

Week 45

Task	Date	Lt. Signature	Sgt. Signature
Modify and implement CFS/CR plans			
Complete two external contacts			
Meet/monitor one employee			
Complete 1 PPR (min)			
Journal (send to Captain)			
Review journal with Captain			
Deliver squad training			

Week 46

Task	Date	Lt. Signature	Sgt. Signature
Assess CFS/CR plans			
Complete two external contacts			
Meet/monitor one employee			
Complete 1 PPR (min)			
Journal (send to Captain)			
Attend neighborhood meeting (attend one in next four weeks)			

Week 47

Task	Date	Lt. Signature	Sgt. Signature
Assess CFS/CR plans			
Complete two external contacts			
Meet/monitor one employee			
Complete 1 PPR (min)			
Journal (send to Captain)			
Review journal with Captain			
Facilitated discussion on book #3			

Week 48

Task	Date	Lt. Signature	Sgt. Signature
Assess CFS/CR plans			
Complete two external contacts			
Meet/monitor one employee			
Complete 1 PPR (min)			
Journal (send to Captain)			
Receive 360 evaluation			
Complete 2 nd Employee evaluation (or practical)			

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Week 49

Task	Date	Lt. Signature	Sgt. Signature
Assess CFS/CR plans			
Complete two external contacts			
Meet/monitor one employee			
Complete 1 PPR (min)			
Journal (send to Captain)			
Discuss journal with Captain			
Complete AZ POST training to Division			

Week 50

Task	Date	Lt. Signature	Sgt. Signature
Review Plans for sustainability			
Complete two external contacts			
Meet/monitor one employee			
Complete 1 PPR (min)			
Journal (send to Captain)			
Attend neighborhood meeting (within next 3 weeks)			

Week 51

Task	Date	Lt. Signature	Sgt. Signature
Complete two external contacts			
Meet/monitor one employee			
Complete 1 PPR (min)			
Journal (send to Captain)			
Final journal review with Captain			

Week 52

Task	Date	Captain Signature	Sgt. Signature
Receive end of probation evaluation			

Advanced Officer Training Section Lieutenant _____ Date _____

Training Division Commander _____ Date _____